



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

November 12, 1970

ADMINISTRATIVE INSTRUCTION NO. 59 (Revised)

SUBJECT: Observance of Holidays by OSD Field Activities

References: (a) Administrative Instruction No. 59, "Observance of Holidays by OSD Field Activities," dated December 27, 1965 (hereby canceled)

1. PURPOSE

This Instruction establishes policies and procedures for the observance of U.S. and foreign holidays by field activities located outside of the United States and its Territories and Possessions (hereinafter referred to as "overseas field activities").

2. SCOPE

This Instruction is applicable to all overseas field activities of the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, and to other activities assigned to OSD for administrative support.

3. POLICY

3.1. All U.S. holidays will be observed by overseas field activities; however, the head of the activity will determine whether or not it is in the best interests of the United States to close the office or to keep a partial or full staff on duty. Should the office be closed on a U.S. holiday, holiday leave will be granted and an employee's annual or sick leave will not be charged. Should the office remain open, employees who work will be compensated at the holiday pay rate and employees who do not work will be granted holiday leave. U.S. holidays are as follows:

1 January, New Year's Day;
3rd Monday in February, Washington's Birthday;
last Monday in May, Memorial Day;
4 July, Independence Day;
1st Monday in September, Labor Day;
2nd Monday in October, Columbus Day;
4th Monday in October, Veterans' Day;
4th Thursday in November, Thanksgiving; and
25 December, Christmas.

3.2. Local holidays will be observed by closing offices and placing employees on administrative leave when Federal work may not properly be performed. Employees of the office must be actually prevented from working by one of the following circumstances:

3.2.1. The building or office in which the employees work is physically closed; or building services essential to proper performance of work are not operating.

3.2.2. Local transportation are discontinued or interrupted to the point where employees are prevented from reporting to their work location.

3.2.3. The duties of the employees consist largely or entirely of dealing directly with employees and officials of business or industrial establishments or local government offices, and all such establishments are closed in observance of the holiday, and there are no other duties (consistent with their normal duties) to which the employees can be as signed on the holiday.

4. PROCEDURE

The head of the overseas field activity will determine which U.S. and local holidays will be observed and publish such determination in an Administrative Order. One copy of the order will be forwarded to the Assistant Secretary of Defense (Administration).

5. EFFECTIVE DATE

This Instruction is effective upon publication.

D. O. Cooke
Principal Deputy